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CLASS A AND CLASS B PAPER SHREDDERS

1 INTRODUCTION

The Protective Security Policy Committee (PSPC) has endorsed a new approach to the Security Construction and Equipment Committee (SCEC) security equipment evaluation program, to prioritise the evaluation of high security products. ASIO-T4 Protective Security (ASIO-T4) is developing a range of Security Equipment Guides (guides) for low security products that will no longer be evaluated by SCEC. Agencies will be able to use these guides to select a range of lower security products.

Details on the changes to the security equipment evaluation program may be found in the ASIO Protective Security Circular #142.

1.1 Purpose

The purpose of this Security Equipment Guide is to provide information to enable agencies to make a selection of Class A and Class B Paper Shredders used for the destruction of classified paper based material.

The application of this guide will assist agencies to select equipment which meets the Australian Government – *Information Security Management Guidelines – Protectively marking and handling sensitive and security classified information* (ISMG) and the *Physical security management guidelines – security zones and risk mitigation control measures* (PSMG), *Section 6.2 – Destruction Equipment*.

1.2 Policy

The ISMG– *Protectively marking and handling hardcopy sensitive and security classified information*, Section 10.2 – Methods of destruction, states that while agencies may develop their own policy for disposal of unclassified information, security classified information must not under any circumstances be disposed of unless it has been destroyed using an approved destruction process. The ISMG states that where the disposal method is shredding:

- A Class A crosscut shredder must be used for the destruction of material classified at SECRET or above; and

- Material classified at CONFIDENTIAL or PROTECTED is to be shredded in a Class B crosscut shredder.

1.3 Scope

The scope of this guide with adherence to PSMG requirements is the selection of Class A and Class B crosscut paper shredders for the destruction of paper based documents.

This guide excludes the use of these shredders for the destruction of high data density material such as:

- Microfiche and aerial photography;
- IT media (magnetic and optical); and
- Text printed on synthetic substrates such as polyethylene.

2 GENERAL REQUIREMENTS

There are a number of general or design requirements for Class A and Class B paper shredders. These shredders must:

- Be capable of shredding by the crosscut method, with a residual particle size of: 1 mm x 20mm or less for Class A; and 2.3 mm x 25 mm or less for Class B;
- Have as a minimum capacity, a feed slot which will accept A4 paper in the portrait format;
- Have a design which ensures paper is visible until it reaches the cutter head;
- Have no alternative path for paper to pass into the waste receptacle, or into any other part of the shredder without being shredded;
- Have a method for readily and safely removing paper jammed in the shredder without the use of tools;
- Have an automatic cut-out switch and control to stop the shredder if the residue receptacle is full;
- Not operate whilst the cutting blades are exposed; and
- Be supplied with clearly marked operation and maintenance instructions.

3 PERFORMANCE REQUIREMENTS

There are a number of performance requirements for Class A and Class B paper shredders. These shredders must consistently shred paper without the residual particles exceeding the maximum size allowed (i.e. 1mm x 20m or less; or 2.3mm x 25mm or less), or produce oversized or linked particles when operating at the maximum sheet capacity. The requirements are that:

- Oversized particles produced by the shredder must not exceed two percent (2%);
- Linked particles produced by the shredder must not exceed two percent (2%); and
- No linked particles must exhibit more than four (4) contiguous (un-separated) particles.

4 SCEC APPROVED SHREDDERS

The Security Construction and Equipment Committee (SCEC) previously undertook the testing and assessment of Class A and Class B paper shredders. On 1 March 2015 the Security Equipment Catalogue was formally withdrawn meaning the SCEC approval for shredders ceased. Shredders purchased as SCEC Approved prior to 1 March 2015 can continue in use as an A or B class shredder while serviceable.

5 NSA/CSS APPROVED SHREDDERS

The United States National Security Agency, Central Security Service (NSA/CSS) has a standard which is used for the destruction of classified, printed, paper-based material. Their current requirement is based on a particle with an area of less than $5mm^2$, and which typically has a particle size of 0.8 x 4mm. Paper shredders which have been evaluated by the NSA/CSS, and found to meet NSA/CSS Specification 02-01 – *High Security Crosscut Paper Shredders*, will typically meet the Class A requirements.

Paper shredders which are listed on the NSA/CSS Evaluated Products List (EPL), as meeting the above standard are considered to be suitable for the destruction of paper-based material classified at SECRET or above, without any additional testing. The NSA/CSS EPL may be obtained from the NSA/CSS website at:

https://www.nsa.gov/resources/everyone/media-destruction/assets/files/epl-18-may-2015.pdf

6 EVALUATION OF SHREDDERS

Where an agency wishes to use a paper shredder which is not listed on the NSA/CSS EPL, then they must take steps to ensure the shredder meets the Class A or Class B requirements. This typically includes making an assessment against the requirements set out in section 2 of this guide, including testing for oversized or linked particles.

The evaluation process is reasonably straightforward - in summary it is to: determine the maximum page capacity of the shredder; produce a sample when operating at that capacity; inspect the sample for oversized or linked particles, and compare the percentage of oversized or linked particles against the requirements.

Agencies should have the shredder tested by an independent external test house such as a NATA-approved test facility. Vendors wishing to supply their shredders to an agency may also have their shredders tested by an independent test house such as a NATA- approved test facility, and provide the associated test report to the agency.

Where an agency or an external test house undertakes the evaluation, a separate document detailing recommended test procedures is available from ASIO-T4 to assist in determining whether a shredder meets the minimum requirements. Shredders which do not pass the evaluation should not be used for the destruction of classified material.

7 REPORTING OF EVALUATION

As part of the evaluation process the following details, as a minimum, should be documented;

- Details of the shredder make, model, nominal cut size, power, and feed width;
- Compliance with general requirements;
- Results of the test including sheet capacity, particle size and percentage of linked or oversized particles;
- Effects on the performance of the lubrication system;
- Any other issues relating to operation or hazards;
- Whether the shredder passed or failed the testing; and
- Any other factors in the decision to accept and use the shredder.

These evaluation reports should be retained as internal working papers only and must not be made available to manufacturers as evidence of Australian Government approval or endorsement of their products.

8 LABELING OF SHREDDERS

Agencies must ensure that all shredders used for the destruction of National Security Classified Matter (NSCM) are clearly and visibly marked with the highest level of classification that can be destroyed (e.g. suitable for the destruction of TOP SECRET, SECRET etc).

9 GLOSSARY

In order to provide a uniform interpretation of terms used in this guide, the following glossary is provided.

- Residue - Any physical particles or residue remaining after the paper-based material has been shredded.
- Oversized Particles - Shredded particles which are greater than the requirements set out in PARA 1.2 (e.g. for a Class B shredder, this would be particles which have one or more dimensions which exceed 2.3 mm x 25 mm).
- Linked Particles - Shredded particles that are not completely cut or separated during the shredding process (e.g. particles joined to adjacent particles on one or more sides).

10 REFERENCE, ENQUIRIES AND ADVICE

Policy guidance on physical security may be found in Sections 6 and 7 of the Australian Government physical security management protocol and the supporting Security zone and risk mitigation control measures. Advice may also be obtained by contacting the Protective Security Policy Committee (PSPC).

Ph: 02 6141 6666
pspf@ag.gov.au

Policy or technical guidance relating to the destruction (or declassification) of IT optical media may be found in the *Information Security Manual 2012* (ISM). Advice may also be obtained by contacting the Australian Signals Directorate (DSD).

Ph: 1300 292 371
asd.assist@defence.gov.au

Technical guidance on the evaluation of Class A and Class B Paper Shredders may be obtained by contacting ASIO-T4 Protective Security.

GPO Box 2176, Canberra, ACT 2601
Ph: 02 6234 1217
Fax: 02 6234 1218
t4ps@t4.gov.au

ANNEX A – FREQUENTLY ASKED QUESTIONS

Q. I have a model of shredder which has been previously approved by SCEC (purchased prior 1 March 2015). Can I continue to use it for the destruction of classified material?

A. Yes, shredders which have been previously tested and approved by SCEC are suitable for the destruction of classified material. It would however, be prudent to make a quick check to see if the cutting heads are worn or damaged to the point where they are producing oversized or linked particles.

Q. There is a shredder which is on the NSA/CSS approved list; can I use this for the destruction of paper-based classified material?

A. Yes, testing the NSA/CSS undertakes provides sufficient assurance that the shredder will meet the Class A requirements. However, any bypass flaps will still need to be permanently secured shut with mechanical fasteners to stop people putting un-shredded material in the bin.

Q. I am purchasing a shredder which was previously approved by SCEC but the manufacturer has changed the model number and/or design. Can I continue to use it for the destruction of classified material?

A. No, there are likely to have been changes to the construction of the drive and shredding mechanism which will affect the operation and performance of the shredder. The new model must be evaluated.

Q. I have undertaken an assessment of the 'Design Requirements' for a Class A paper shredder, but did not conduct any 'Performance Tests'. Is this sufficient, and can I use this for the destruction of classified material?

A. No, while the shredder may meet the design requirements, it will still need to be tested to ensure that it meets all of the Class A or Class B requirements.

Q. I have evaluated a shredder which meets most of the requirements, but is consistently producing approximately 10% linked particles when operated at the maximum capacity. Can I use this for the destruction of classified material?

A. No, as the shredder produces oversized or linked particles greater than 2%, it does not meet the requirements and must not be used for the destruction of classified material.

Q. I am evaluating a shredder which meets all of the requirements except for a bypass flap on the rear of the machine, which would allow people to put un-shredded sheets into the residue receptacle. Can I use this for the destruction of classified material?

A. Yes, provided that the rear flap is permanently secured shut with mechanical fasteners to stop people putting un-shredded material in the bin.